

Name of Project: \_\_\_\_\_

When issued by authorized representatives (City Administrator, Planning Commission, etc.), this checklist must be fully completed before site work may begin. **Failure to do so may result in work stoppage, and is the sole responsibility of the applicant or his/her representative(s).**

Completed checklists and associated documentation should be provided to the City Administrator's office no later than (10) days prior to a meeting of the Planning Commission. Applicants/representatives must attend Planning Commission meetings at which their projects are discussed. Failure to do so may result in the project being tabled to a future meeting.

- (1) Any person(s) wanting their request heard by the Commission must submit (1) full-size drawing and (8) half-sized copies—with all necessary planning documents—which contain the following information:
- (2) \_\_\_\_ Name of the proposed construction activity
- (3) \_\_\_\_ The existing and intended use(s) of the lot and the structures upon it (For residential activities, the number of dwelling units must be provided.)
- (4) \_\_\_\_ Name and address of owner of record
- (5) \_\_\_\_ Name of project's surveyor and/or engineer
- (6) \_\_\_\_ The site's zoning classification
- (7) \_\_\_\_ The zoning classification of all abutting properties
- (8) \_\_\_\_ Number of employees, existing and planned
- (9) \_\_\_\_ General location sketch map (at a scale not smaller than 1" = 2,000') showing:
  - a) Approximate boundaries of the site
  - b) Location of adjacent public-access streets or roads
  - c) Location of surrounding development (i.e., general residential, commercial, and industrial areas)
- (10) \_\_\_\_ The actual shape, location, and dimensions of the lot
- (11) \_\_\_\_ Location of all easements and right(s)-of-way
- (12) \_\_\_\_ Location of all driveways and entrances // ***\*NOTE:** All commercial or industrial areas subject to vehicle traffic shall be coated with either asphalt pavement or concrete.*
- (13) \_\_\_\_ Location of all accessory off-street parking areas, to include a plan showing design

and layout of any parking facilities where (3) or more accessory, off-street parking spaces are to be provided (Dimensions and surface treatment shall be provided.)

- (14) \_\_\_\_ Location of all accessory off-street loading berths
- (15) \_\_\_\_ Topographic features, both existing and proposed (with contours at a vertical interval no greater than 2'), except in C-1 district
- (16) \_\_\_\_ The shape, size (including height), and location of all buildings or structures (existing or proposed)
- (17) \_\_\_\_ Location, type, size, and height of proposed and existing signs
- (18) \_\_\_\_ Proposed ground coverage (per the Pulaski zoning requirements, with location and SF), floor area, and building heights
- (19) \_\_\_\_ Position and dimensions of any privacy or noise screening structures (fences, walls, barriers, etc.), with materials being specified
- (20) \_\_\_\_ Position of screen planting, with planting type specified
- (21) \_\_\_\_ Proposed means of surface drainage, including all drainage ways and facilities
- (22) \_\_\_\_ Delineation of flood prone areas, including the floodway and floodway fringe, based on the 100-year regulatory flood elevations (*A statement must be included that certifies whether or not any property/site areas lie within a flood hazard boundary. This statement should reference pertinent FEMA map numbers.*)
- (23) \_\_\_\_ Finished floor elevation of all structures
- (24) \_\_\_\_ Location and size of all utilities, including fire hydrants
- (25) \_\_\_\_ **Tennessee Licensed Engineer and Tennessee Licensed Surveyor must stamp any site plan involving construction of building. Tennessee Licensed Surveyor may stamp a site plan NOT involving construction of a building.**

By signing below, I/we certify that all checklist items have been completed and acknowledge understanding that all project activities are bound by established city ordinances.

signature(s) & date: \_\_\_\_\_

printed name(s): \_\_\_\_\_